

City of Mt. Vernon
Job Description

Job Title: Recreation Manager

Department: Parks and Recreation

Reports To: Parks and Recreation Director

Summary Plans, promotes, organizes, and administers public recreation service for entire community, under policies established by public managing authority and Park and Recreation Director by performing the following duties:

Essential Duties and Responsibilities include the following. **Other duties may be assigned.**

Creates and manages recreational programs for community, including youth and adult sports, and recreational activities at the Community Center.

Prepares registration forms and advertising for programs; distribute registration and manage advertisement of programs.

Order all uniforms and supplies for programs; manage inventory of equipment for programs.

Ensures all facilities and recreation areas are correctly prepared for programs and events taking place; communication with Maintenance crew is vital.

Recruit, train and supervise officials and volunteers for recreational programs.

Ensure rules and regulations are communicated effectively to coaches and participants for each program.

Some evening and weekend work will be required.

Studies local conditions and develops immediate and long range plans to meet recreational needs of all age groups; Researches current regional and national recreational activity trends.

Assists Director with budget and manages expenditure of department funds and keeping of department records for recreational area.

Actively seeks out sponsorship and donations from area businesses and organizations.

Interprets recreation program to public and maintains cooperative planning and working relationships with allied public and voluntary agencies.

Serves as technical adviser to Parks and Recreation Director and as recreation consultant to community; Assists Director in planning, promoting, and administering various projects and community events.

Assumes Director's role and responsibilities in absence of Director.

Supervisory Responsibilities

Directly supervises any paid and volunteer employees in the Recreation Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal skills; oral and written communication - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Demonstrates group presentation skills; Participates in meetings; Edits work for spelling and grammar.

Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives.

Change Management - Communicates changes effectively; Prepares and supports those affected by change; Monitors transition and evaluates results.

Quality Management - Looks for ways to improve and promote quality.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures.

Diversity - Shows respect and sensitivity for cultural differences.

Ethics - Treats people with respect; Keeps commitments; Works with integrity and ethically.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Accepts responsibility for own actions.

Safety and Security - Observes safety and security procedures; Reports

potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Undertakes self-development activities.

Qualifications (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions):

Education and/or Experience

Bachelor degree required. One to three years of related experience required (Internships will be recognized). Degree in Sport and/or Recreational Management strongly preferred.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Basic PC Skills are required.

Physical Demands Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.